



Policy: 2004
Chapter: Human Resources
Rule: Employee Death or
Incapacitating Injury
Notifications and Funeral
Protocols

Effective: 12/06/06
Replaces: N/A
Dated: N/A

A.R.S.	A.C.A	A.A.C

The Arizona Department of Juvenile Corrections' (ADJC) shall establish and maintain uniform procedures for providing immediate support to the survivor family member in the event of an employee's death or incapacitating injury. The Department shall provide assistance to employees who are traumatized emotionally or physically in a critical incident in an effort to mitigate the effects of the incident. Arrangements shall be made to provide formal recognition of ADJC employees and of other law enforcement members who have died **in the line-of-duty**. Essential tools to cope with unusual circumstances and/or the stress created in a death related incident shall also be provided to employees and their families.

Michael D. Branham, Director

Procedure Index:

2004.01 **Employee death or Incapacitating Injury Notifications and Funeral Protocols**

Form Index

2004.01 A **Benefits and Assistance Information for Surviving Family**
2004.01 B **Status Board Check List**
2004.01 C **Funeral Planning Information Date/Time/Location Checklist**
2004.01 D **Anticipated Arrival of Family/Dignitaries**
2004.01 E **Sample of Order of Service/Checklist**
2004.01 F **Sample of Graveside Service**

Definitions

In the line-of-duty death - an employee's death or incapacitating injury that occurs while the employee is on duty or is the result of performing any function in an official Departmental capacity. The final determination of whether an employee's death is **in the line-of-duty** shall be made by the Director.

Incapacitating Injury - any injury that threatens the life of the employee or renders the employee unable to participate in treatment, the notification of the family or other necessary life functions.

Policy No: 2004 Employee Death or Incapacitating Injury Notifications and Funeral Protocols

Page 2 of 2

Media interest is likely to be higher with an incapacitating injury requiring Department support for the employee and/or the family.

Family Support Liaison - an employee who is trained in crisis intervention and advocacy services, knowledgeable of the Department's written system of instructions, procedures and protocol for funeral/memorial services, and provides assistance and support to the family of a deceased employee.

Central Office Benefits Liaison – a Central Office Personnel employee who is knowledgeable about the processes of application for employee benefits.

100 Club - a non-profit organization that provides assistance, from private contributions, to the families of seriously injured/deceased Correctional Officers, Detention Officers and law enforcement personnel. The Director appoints a 100 Club Liaison.